



*State of Illinois*  
*Department of Central Management Services*

# STATE OF ILLINOIS ENTERPRISE DESKTOP/LAPTOP POLICY

Effective December 15, 2008

*State of Illinois*  
*Department of Central Management Services*  
*Bureau of Communication and Computer Services*

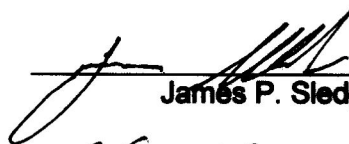
**ENTERPRISE**  
**Desktop/Laptop Policy**

Effective December 15, 2008

Version 1.0

***APPROVAL SHEET***

CMS Director:

  
James P. Sledge

Date: 12/09/08

CMS/BCCS Deputy Director:

  
Doug Kasamis


Date: 11/20/08

CMS/BCCS Deputy General  
Counsel:

  
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Date: 11/20/08

CMS/BCCS Chief Information  
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Date: 11/20/08

Please Return to: CMS/BCCS  
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120 W. Jefferson  
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Thank You.

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## **POLICY STATEMENT**

Department of Central Management Services (CMS), Bureau of Communication and Computer Services (BCCS) establishes the parameters for administering and securing State of Illinois Enterprise Desktop and Laptop Services and Assets.

## **PURPOSE**

This policy ensures the proper administration of State of Illinois Enterprise Desktop and Laptop Services and Assets.

## **SCOPE**

This policy applies to State of Illinois Enterprise Laptop and Desktop Services and Assets that are supported by CMS/BCCS.

## **DEFINITIONS**

Definitions for terms used in this policy can be found in the *BCCS Terminology Glossary* located at <http://bccs.illinois.gov> . The terms and definitions listed below are meaningful for this policy. In the event of conflict between the definition in the *BCCS Terminology Glossary* and the definition contained in this policy, the definition below shall control for this Policy.

1. **End User Computing** – the CMS/BCCS unit responsible for managing end-user computing services.
2. **State of Illinois Enterprise Desktop and Laptop Services and Assets** – services that comprise all PC and Laptop related services including but not limited to the following asserts: Desktops, Laptops, Printers, and other peripheral devices for select Agencies, Boards and Commissions under the Illinois Governor’s jurisdiction.
3. **CMS/BCCS Service Catalog** – a collection of CMS/BCCS products and services offered to select State Agencies, Boards and Commissions under the Illinois Governor’s jurisdiction.

## **RESPONSIBILITY**

1. In order to implement this policy, CMS establishes procedures and designates responsibility to specific personnel. Each Agency should also establish procedures and assign responsibility to specific agency personnel to achieve policy compliance.
2. CMS/BCCS is responsible for providing maintenance, support and security to the infrastructure and resources established for the Illinois Desktop and Laptop Services and Assets.
3. Users are responsible for understanding and adhering to this policy.

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**POLICY**

1. Each end-user agency will: a) maintain possession of the assets, b) safeguard the assets, and c) maintain inventory reconciliation.
2. Changes to the location or user of a fixed asset must be implemented via the CMS/BCCS Enterprise Service Request (ESR) process.
3. End-user agencies must promptly report the loss or theft of assets to the proper authorities and to CMS/BCCS Helpdesk.
4. All desktop and laptop computers shall be configured according to CMS/BCCS approved architecture standards.
5. All Enterprise Desktop and Laptop Services are provided in accordance with the CMS/BCCS Service Catalog. <http://www.bccs.illinois.gov/BCCScatalog/>
6. All requests for any exception shall be submitted via the ESR process.

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**Revision History**

Created: August 31, 2008  
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